

# State of Wisconsin \ Government Accountability Board

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KEVIN J. KENNEDY  
Director and General Counsel

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**DATE:** September 10, 2012

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Nathaniel E. Robinson  
Election Division Administrator  
Government Accountability Board

**SUBJECT:** Absentee Rules and Procedures Webinar

In late August, the G.A.B. launched our "Back to Basics" approach to election administration education and training with the "Preparing for the August Partisan Primary. The second webinar in our training series is:

Webinar for Clerks, Chief Inspectors and Election Inspectors  
Absentee Voting Rules and Procedures

**Wednesday, September 12, 2012, 9:00 a.m. – 11:00 a.m.**

Web link: <https://www1.gotomeeting.com/register/556879265>

The **Absentee Voting Rules and Procedures** Webinar will cover specific topics related to absentee voting, processing and other procedures for the November election that merit additional clarification, based on requests from clerks and the experiences of and lessons learned from this year's elections:

- Absentee Applications
- Absentee Ballot Log
- Categories of Absentee Electors
- Delivery Methods
- Incomplete Certificate Envelopes/Spoiling Absentee Ballots
- Absentee Ballot Processing at the Polls
- Processing Late-Arriving Absentee Ballots

Reference materials for the webinar will be posted in this location by Tuesday afternoon for clerks to print off.

## **Live Webinar Requirements**

Participants must be able to view videos on their computer, using a media application such as Windows Media Player. You will need to use your telephone to access the audio portion of the webinar, rather than using the computer's audio functionality. **This is a toll call.** If you have questions about the technical aspects of the webinar, please contact the Help Desk at [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) or (608) 261-2028.

This webinar will be posted by the Friday following the session on the G.A.B. website for clerks to use for their own education and training their election inspectors and counts toward recertification: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts whether you and/or your election inspectors participate in the live webinar or review the recording at a later date.

The webinar has a maximum of 500 lines available. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by G.A.B. staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar and posted to our website after the webcast.

We look forward to you joining us for the webinar on Wednesday. As announced in our July 19, 2012 clerk communication, this webinar is the second in an Election Administration Training series that we will have scheduled and posted by mid-August. If you have ideas or suggestions for webinar topics, please send them to Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) by August 10, 2012. Thank you.

cc: Kevin J. Kennedy  
Director and General Counsel  
Government Accountability Board

Ross Hein  
Elections Supervisor  
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